

National Register Nomination Quick Check List/Virginia Dept. of Historic Resources

Please use this quick check list or the detailed description check list for inclusion with your nomination submission – a copy of one or the other must be completed and submitted along with the nomination.

The detailed check list provides further information and reference for each check item listed below.

PROPERTY NAME _____	LOCATION _____ County or City _____
DHR File Number _____	
Consultant/Contact for Submission _____	Telephone: _____ / _____ Area Code Number
Property Owner _____	Telephone: _____ / _____ Area Code Number
Reviewer _____	Date _____

Enter a check to indicate form is completed for that item. Where information is not applicable, enter N/A.
WHITE OUT, TAPE OR OTHER ADHESIVES ARE UNACCEPTABLE ON ANY PART OF THE REGISTER DOCUMENTS.

___ Main Form

- ___ 1. Name of Property
- ___ 2. Location
- ___ 3. State/Federal Agency Certification
- ___ 4. This section should not be marked
- ___ 5. Classification
- ___ 6. Function or Use
- ___ 7. Description
 - ___ Architectural Classification
 - ___ Materials
 - ___ Narrative Description (all on continuation sheets following the main form)
- ___ 8. Statement of Significance
 - ___ Applicable National Register Criteria
 - ___ Criteria Considerations
 - ___ Areas of Significance
 - ___ Period of Significance
 - ___ Significant Dates
 - ___ Significant Person
 - ___ Cultural Affiliation
 - ___ Architect/Builder
 - ___ Narrative Statement of Significance (all on continuation sheets following the main form)
- ___ 9. Major Bibliographical References (all on continuation sheets following the main form)
- ___ 10. Geographic Data (UTM points here as well as continued on continuation sheets following main form along with boundary description and boundary justification paragraphs)
- ___ 11. Form Prepared by
 - ___ Additional Documentation (all on continuation sheets following the main form)
 - ___ Maps (on continuation sheets following the main form, as well as separate maps for submission)
 - ___ Photographs (all photographic information listed on continuation sheets following the main form with individual photos turned in for submission)

___ **Continuation Sheets**

___ **7. Narrative Description**

___ **Summary Description**

___ **Detailed Description**

___ **Inventory**

___ **Archaeology Nominations Data**

___ **8. Statement of Significance**

___ **Narrative Statement of Significance**

___ **Summary Statement**

___ **Historical Background**

___ **9. Major Bibliographical References**

___ **10. Geographic Data** (continuation of UTM points if necessary)

___ **Verbal Boundary Description**

___ **Boundary Justification**

___ **Additional Documentation** (can be added as continuation sheets)

___ **Maps** (sketch maps or historic maps are often included as continuation sheets)

___ **Photographs** (list of photographic data to accompany actual photo sets)

Additional Materials to be turned in with Nomination Form and Continuation Sheets

___ **Quad Map**

___ **Two sets of Labeled Photographs**

___ **Negatives**

___ **Two sets of Owner/Adjacent Owner Labels**

___ **Slides or Power Point disk**

___ **Owner of Record Form**

___ **Computer Disk of nomination**

Applicant has completed the checklist_____ **Initial and date**

DHR Reviewer-confirmed completeness_____ **Initial and date**

(PLEASE MAKE A COPY OF THIS AND SUBMIT CHECKLIST WITH COMPLETED NOMINATION TO THE
APPROPRIATE REGIONAL OFFICE)